

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITAL - ATASCADERO
CENTRAL NURSING SERVICES/NURSING OFFICE OF THE DAY

JOB CLASSIFICATION: SUPERVISING REGISTERED NURSE (SAFETY)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the supervision of the Nurse Administrator (NA)/designee, the Supervising Registered Nurse (SRN) is responsible for direct supervision of Health Service Specialists (HSS) hospital wide; clinical supervision of nursing staff hospital wide; and, after normal working hours with Program Management/POD support, provides information, education and administrative assistance to nursing staff.

The SRN is responsible for the nursing care and practices of nursing services; plans, implements, evaluates, and provides for continuity of patient care; works with other disciplines to integrate nursing services to provide a total treatment program; teaches, plans, directs, supervises and evaluates HSS's.

50% PERSONNEL MANAGEMENT and SUPERVISION

Responsible for administrative and clinical supervision of assigned Health Services Specialists, and clinical shift supervision of nursing staff hospital wide.

Schedules nursing staff in NOD to meet standards of coverage. Reviews staff overtime and use of unscheduled time off, audits for patterns and trends and provides recommendations for improvement and/or initiates corrective action. This review/audit includes areas identified to reduce Worker's Compensation costs. Meets with assigned nursing staff on a regular basis to observe and assess activities and progress.

Evaluates training needs, schedules necessary training through the CNS Training Coordinator, prepares annual training plan in cooperation with the CNS training coordinator and the training department.

Monitor and maintain compliance with JCAHO, Licensure and OSHA standards including policy and procedure development. Provides mentoring and training for nursing staff during unit rounds to assist in development of their skills for future advancement, and to **ensure competency and compliance with nursing policies and procedures, hospital administrative directives, Joint Commission and licensure requirements; ensures audit systems are in place for procedures including restraint/seclusion, security inspections, communication log, and monitors these on a regular basis for compliance. Reviews Emergency Drills, Fire Drills, SIR's and associated reports.**

Reviews and revises nursing policies and procedures to ensure current standards and forward recommendations to the NA.

Adjusts regular schedule in order to provide leadership and supervision in NOD periodically and during critical situations or whenever directed by the NA.

Assures effective management of emergency coordination for individuals, employees and visitors; directs NOD and/or CNS department personnel as per the ASH Emergency Preparedness Manual for activation of the Internal Disaster Plan.

Ensures that each HSS possess and maintain a current license as a condition of continued employment. Identifies staff performance, deficiencies, training needs, and takes the appropriate actions to ensure compliance.

Takes an active role in implementing operations to meet departmental and hospital EEO standards. Assure performance standards are met, as required by hospital policy and relevant State law, through the annual performance evaluation process. Ensures a workplace environment that is free from sexual harassment, by personal participation in activities and monitoring that will communicate the high priority of this issue to nursing staff hospital wide.

Maintains knowledge of labor relations specific to contracts, grievances and complaint handling. Consults and processes labor relations issues with Labor Relations Officer.

35% **LEADERSHIP and REPRESENTING the DEPARTMENT**

Maintains effective interpersonal relationships in order to meet the operational needs to achieve the Central Nursing Services' and Hospital's stated mission.

Develops and maintains effective lines of communication with Nurse Administrator, Program Management, and shift supervisor. Promotes effective teamwork and positive morale with hospital personnel. Effectively communicates, educates and assists to ensure that staff are following Nursing policies and procedures.

Consults with Program Management and other Departments to ensure integration of Nursing Standards of Practice into hospital policy.

Evaluates, analyzes and makes recommendations on issues affecting Nursing Services and individual care.

Contributes to committee membership by participation and completion of specific committee assignments. Participates in special projects of hospital wide in conjunction with the Nurse Administrator.

Assists the Nurse Administrator in preparing reports, communication memos, Criteria Based Performance Evaluation and other tasks as directed. Investigates Nursing Practice issues and provide training when required.

Acts as a liaison between NOD and the Nurse Administrator and makes self-available to NOD staff to discuss pertinent issues.

Represents nursing service on Quality Appraisal Panels for prospective hires of nursing staff.

Promotes participation in appropriate professional associations and continuing education activities.

Establishes and monitors for an environment of non-violence.

15% **DELIVERY of INDIVIDUAL SERVICES**

Collaborates with the HSS/NOD and CNS staff to assure the delivery of quality nursing care. Ensures quality and appropriateness of individual care by effective supervision of nursing staff, including **evaluating and monitoring the quality of care provided; observing and intervening in patient behavior that may injure people, damage property or signal impending escape attempts, applies and demonstrates knowledge of and correct methods in the Therapeutic Strategies and Interventions (TSI).**

Maintains current knowledge of treatment modalities and researches the internet to insure current practices are incorporated and provides training to nursing staff.

Communicates with outside public and private sources as a representative and advocates for individuals and nursing services.

Responds and participates in emergency behavioral/medical situations. Assist staff in **assessing and authorizing Restraints and Seclusion, giving first aid and CPR, and following infection control procedures as needed.**

2. **SUPERVISION RECEIVED**

Coordinator of Nursing Services (Nurse Administrator)

3. **SUPERVISION EXERCISED**

- Provides direct supervision to Health Service Specialist in NOD and on the Programs.
- Provides clinical shift supervision for all nursing staff on duty.

4. **KNOWLEDGE AND ABILITIES**

KNOWLEDGE OF:

Professional nursing principles and techniques; hospital routine and equipment; medicines and narcotics; custody procedures; public and property protection policies; techniques of effective supervision and unit management; the interrelationship of treatment activities in a hospital setting; a supervisor's role in the Affirmative Action Program.

ABILITY TO:

Apply nursing techniques; observe and record symptoms and behavior; keep records

and prepare reports; gain the interest, respect, and cooperation of forensic clients/patients; learn and apply sound judgment in situations requiring the protection of persons and property; plan, organize, and direct the work of others.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

AGE SPECIFIC

Provides services commensurate with age of patients/clients being served.

Demonstrates knowledge of growth and development of the following age categories:

X Adult X Geriatric

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of TSI principles. Applies and demonstrates knowledge of correct methods of self-protection and physical stabilization of patients displaying imminently dangerous behaviors.

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

- Provide leadership, supervise and direct employees, manage projects and assess department and hospital wide nursing needs.
- Relationship Security-Demonstrates professional interactions with patients and maintain therapeutic boundaries.
- Be familiar with and apply the following:
 - Sexual Harassment policy
 - Fitness for duty process
 - Substance Abuse Testing of Employees in Sensitive Positions
- Possess knowledge of the laws pertaining to mentally ill inmates admitted under PC 2684 from CDC, as well as laws pertaining to PC 1370 patients admitted by courts.

- Ability to assist with the control and supervision of Penal Code offenders and Welfare and Institution Code commitments.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Ability to produce quality reports, analyze data and assure conformance with standards of practice.
- Medication Administration oversight and monitoring
- Preparation of Evaluations
- Patients Rights Advocacy Program
- Shakedown policies
- Pain Management

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess the legal requirements to practice as a professional Registered Nurse in California.

7. TRAINING – Category 2

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature

Supervising RN

Date

Supervisor Signature

Asst Nurse Administrator

Date

Reviewing Supervisor Signature

Nurse Administrator

Date